

GOVERNMENT OF TELANGANA
ABSTRACT

Municipal Administration & Urban Development Department – Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 - Published - Orders – Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (OP.I) DEPARTMENT

G.O.RT.No. 97.

Dated:30.09.2014.

Read the following:

1. The Right to Information Act, 2005, (Act No.22 of 2005 Central Act) Published in Gazette of India (Extraordinary) vide Notification No.25, dated 21-6-2005.
2. A.P. Reorganization Act, 2014(Act.No.6 of 2014).

-0-

ORDER :

Whereas Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish the information on items referred to therein in the said section.

2. In compliance to the above statutory obligation, and in pursuance of the orders issued in the references 1st and 2nd read above, the information under Clause (ix), (x) and (xvi) of 4 (1)(b) in respect of Municipal Administration & Urban Development Department is herewith published as noted in the Annexure to this order.

3. Copy of this order is available on Internet and can be accessed at address www.goir.telangana.gov.in.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

Dr.S.K.JOSHI
PRINCIPAL SECRETARY TO GOVERNMENT

To

All Officers in Municipal Administration & Urban Development Department.

All H.O.Ds. under the Administration control of Municipal Administration & Urban Development Department

The G.A.(GPM & AR) Department

Copy to All Sections in the Department

Copy to P.S. to Secretary, A.P. Information Commission, HACA Bhavan,
Nampally, Hyderabad.

SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF
PUBLIC AUTHORITIES

MANUAL OF MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT DEPARTMENT
(PUBLISHED IN TERMS OF SECTIONS 4(1)(b)
OF R.T.I. ACT, 2005)

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT DEPARTMENT
TELANGANA SECRETARIAT,
HYDERABAD`,

Chapter-I

INTRODUCTION

The Right to Information Act `2005 is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commissions and for matters connected therewith or incidental thereto.

Subject to the provisions of the Act, all citizens shall have the right to information and Sec.4(1)(b) of the Act casts an obligation on each public authority to publish a manual on the functioning of each department.

This manual gives a comprehensive idea about the particulars, functions of the MA&UD dept. and also the powers and duties of the employees including the channels of supervision and accountability.

This manual contains 15 chapters in all which gives information about the functioning of the MA&UD department in a nut shell.

Chapter 2
Organisation, Functions and Duties
(Section 4 (1)(b)(i))

Sl. No.	Name of the Organisation	Address	Functions	Duties
1	Municipal Administration and Urban Development Department	Telangana Secretariat, Telangana State, Hyderabad	The matters relating to Municipal Administration and Urban Development, Town Planning are dealt in the Department .	<p>The Municipal Administration and Urban Development Department is one of the departments in Telangana Secretariat. The subjects that are to be dealt in each department of Secretariat are specified by G.A. (AR&T) Department from time to time.</p> <p>The MA&UD Dept. deals with all service matters / Court Cases / All Financial matters including schemes of State and Central / Legislative matters.</p> <p>The organization of Municipal Administration and Urban Development Department is on the same lines of other Secretariat departments as prescribed in Secretariat Office Manual. The hierarchical pattern of Officers of Municipal Administration & Urban Development Department is as Annexed.</p>

Chapter-3
POWERS AND Duties of Officers and Employees
(Section 4(1)(b)(ii))

3.1 Please provide details of the powers and duties of Officers and Employees of the authority by designation as follows:-

Sl. No.	Name of the Officer/employee Sri	Designation	Duties allotted	Powers
1	2	3	4	5
1.	Dr.Shailendra Kumar Joshi, IAS	Principal Secretary to Government	He deals with the subject matters relating to OP, A, B, C, D, F, VIG.I, VIG.II, UBS, I, M Sections of this Department. (Details of the subjects pertaining to the sections are shown against the names of Section Officers and Asst. Section Officers.	He is the official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the transaction and business in the Department
2	Sri R.Laxmaiah	Joint Secretary to Government	He has been allotted the subjects dealt in OP, A, B, C, D, F, VIG.I, VIG.II, UBS, I, M sections of this Department.	The Joint Secretary to Govt. occupies a position with subjects allotted to him and work under the control of the Prl.Secretary to Government.
3	V.Narender Rao	Addl. Director(OSD)	Urban policy and Global Hyderabad	He works under the control of Prl. Secy.
4	K.Balakrishna	Addl. Director	He has been allotted the subject matters dealt in I and M Sections	He works under the control of Prl. Secy.
5	Sri G.Laxminarayana	Asst. Secretary to Govt.	He has been allotted the subject matters dealt in Vig.I, Vig.II Sections.	The Asst. Secretary to Govt., exercise control over the Sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.
6	Sri B.Yadagiri.	Asst. Secretary to Govt.	He has been allotted the subject matters dealt in B,D,F Sections.	The Asst. Secretary to Govt., exercise control over the Sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.
7	Sri T.Rama Swamy	Asst. Secretary to Govt.	He has been allotted the subject matters dealt in OP, A and C sections.	The Asst. Secretary to Govt., exercise control over the sections placed in charge with regard to dispatch of business and in regard to maintaining discipline in the sections.
8		Section Officers	The Section Officer is In-charge of a Section in the Department. Two Assistant Section Officers assist him. He is	

			<p>responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself undertake to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.</p>	
8		Assistant Section Officers	<p>The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers typing drafts, fair copying, dispatching and indexing.</p>	

9		PS/PA	The PS/PA working as Private Secretaries to Principal Secretary/ Secretary to Government do shorthand work for them. The Stenographers working for Additional Secretary/Joint Secretary/Deputy Secretary to do shorthand work to them and such other items of work as are entrusted to them.	

ORGANOGRAM:

Secretariat (State Level) (Principal Secretary to Government)

H.O.D.s

1. Director of Municipal Administration.
2. Commissioner, Greater Hyderabad Municipal Corporation.
3. Engineer-in-Chief (Public Health)
4. Director of Town and Country Planning.
5. Managing Director, Telangana Urban Finance Infrastructure Development Corporation.
6. Mission Director, Mission for Elimination for Poverty in Municipal Areas.
7. Managing Director, Hyderabad Metro Water Supply and Sewerage Board
8. Commissioner, Hyderabad Metropolitan Development Authority.
9. Administrator, Quli-Qutub Shah Urban Development Authority.

Sl. No.	Name of the section	Name of the Section Officer S/Sri/Smt.	Names of the A.S.Os., S/Sri/Smt.
1	OP	A.Ram Kumar,	M.Madhavi, ASO-I (FAC) S.Narahari, ASO-II
2	A	K.Ravinder	M.Dayanand Rathod, ASO-I D.Amruthavani, ASO-II
3	B	U. Gayathri Devi	N.Saidulu, ASO-I K.Srinivasa Rao, ASO-II
4	C	M.Mahesh	B.Chandra Mohan, ASO-I D.Viplov Babu, ASO-II
5	D	S.V.N. Chennakesava Rao	P.Chandra Sekhar, ASO I J.Joy Mercy, ASOII
6	F	K.Murali Mohan	B.Chandrasekhar, ASO-I R.Sreedhar Kumar, ASO-II
7	Vig.I	K.L.B.Sastry	P.Siva Rama Krishna, ASO-I A.Sobha Rani, ASO-II
8	Vig.II	M.Surender Reddy	M.Devender Reddy, ASO-I K.Janaki Ramulu, ASO-II
9	I	G.Devender Reddy	R.Mohan, ASO-I M.Madhavi, ASO-II
10	M	G.Suresh Kumar	K.Ram Mohan, ASO-I E.V.Srikrishna, ASO-II

Chapter 4
Procedure Followed in Decision-making Process
[Section 4(1) (b) (iii)]

Activity	Description	Decision making process	Designation of final decision making authority
<p>Procedure Followed in the Decision making Process, including channels of Supervision and accountability:-</p> <p>The procedure involved in decision making is by way of consulting the specialized Department in that field like, Finance, General Administration and Law Departments, circulate the file to the concerned Minister and Chief Minister, through Chief Secretary and placing the matter before the State Council of Ministers and A.P. Legislature wherever necessary. The decision will be implemented by the respective Secretaries of the Department the business will be disposed by the concerned as per the delegation of powers and in the hierarchy indicated in the enclosed charts.</p>			

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl.No.	Function/service	Norms/standards of Performance set	Time frame	Reference document prescribing the norms (Citizen’s Charter, Service Charter etc)	
1.	Proposals received From HODs./ others Shall be processed and finally a reply given.	A Paper after receipts should be submitted to officers within 3 days. Completion of process reply should be given as early as possible	3 days at each stage	Not prescribed for Secretariat. HOD have prescribed for their subordinate officers. This Dept. has not issued Citizen Charter, Service Charter etc.	

Chapter-6
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
Discharging Functions
[Section 4(1)(b)(v)] & (vi)]

Sl. No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations/Instructions/Manuals/Records			
1	<p>Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.</p> <p>(i) A.P. Municipalities Act, 1965.</p> <p>(ii) A.P. Municipal Corporation Act, 1955.</p> <p>(iii) A.P. Urban Development Act, 1979.</p> <p>(iv) Fundamental Rules</p> <p>(v) State and Subordinate Service Rules</p> <p>(vi) Secretariat Office Manual</p> <p>(vii) A.P.C.C.& A Rules</p> <p>(viii) Conduct Rules</p> <p>(ix) Leave Rules</p> <p>(x) A.P. Revised Pension Rules.</p>		

Chapter 7
Categories of Documents held by the Public Authority under its Control
[Section 4(1)(b) vi]

Sl.No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1.	Government Order (Miscellaneous)		
2.	Government Order (Routine)		
3.	Memo.		
4.	Letter		
5.	U.O. Note		
6.	Office Order (Miscellaneous)		
7.	Office Order (Routine)		
8.	Endorsement		
9.	D.O. Letter		

Chapter 8
Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the
Formulation of Policy or implementation thereof

[Section 4(1)(b)(vii)]

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation.
<p>The public who are aggrieved in the delay of issue of order at Government Level may approach any Officer from and above the rank of Assistant Secretary to Government. The Department’s staff are not allowed to entertain any visitors who come for their personal work.</p> <p>Therefore, the consultation with public representation is not relevant to Secretariat departments in General and MA&UD Department in particular.</p>			

Chapter 9
Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority
[Section 4(1)(b) viii]

Name of the Board, Council, Committee etc.	Composition	Powers & Functions	Whether its Meetings open to Public/Minutes of its meetings accessible for Public
<p>The constitution of boards and councils and committees that are relevant to the public is un-common for the departments in Secretariat including Municipal Administration and Urban Development Department, since the business carried out in Secretariat is not directly meant for public. The policies will be decided are placed before legislature and after they transfer into Acts, the Heads of Departments under the administrative control of different departments in Secretariat give directions for the subordinate offices for implementation, overseeing and monitoring.</p> <p>The Secretariat is merely confined in policy making and overseeing of the administration of the State through Heads of Departments and hence it is not directly related to the public.</p>			

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

Name of office /administrative unit	Name, Designation & Address of Officer/Employee			Office Tel:
	Name	Designation	Address	
Municipal Administration and Urban Development. Department, Telangana Secretariat, Hyderabad.	Sri Shailendra kumar Joshi IAS.,	Principal Secretary to Govt.	D- Block, 2 nd , Telangana Secretariat	23452499 23450622 Ex:2404
	Sri R.Laxmaiah	Joint Secretary to Govt.	D- Block, 2 nd , Telangana Secretariat	
	Sri V.Narender Rao	OSD(Addl. Director	D- Block, 2 nd , Telangana Secretariat	
	Sri K.Balakrishna	Addl. Director(FAC)	D- Block, 2 nd , Telangana Secretariat	
	Sri. G.Laxmi Narayana	Asst. Secretary to Govt.	D- Block, 2 nd , Telangana Secretariat	
	T.Rama Swamy,	Asst. Secretary to Govt.	D- Block, 2 nd , Telangana Secretariat	
	Sri B.Yadagiri	Asst. Secretary to Govt.	D- Block, 2 nd , Telangana Secretariat	
	A.Ram Kumar	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K.Ravinder	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	U.Gayatri Devi	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	M.Mahesh	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	S.V.N.Chennakesava Rao	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K. Murali Mohan	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K.L.B. Sastry	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	M. Surender Reddy	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	G. Devender Reddy	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	G. Suresh Kumar	Section Officer	D- Block, 2 nd , Telangana Secretariat	
	P. Siva Rama Krishna	Asst. Section	D- Block, 2 nd ,	

		Officer	Telangana Secretariat	
	R. Mohan	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	B. Chandrasekhar	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	P. Chandrasekhar	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	E.V. Sri Krishna	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K. Ram Mohan	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	S. Narahari	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	D. Amruthavani	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	R. Sreedhar Kumar	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	M. Devender Reddy	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	A. Chandra Mohan	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	N. Saidulu	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K. Shobha Rani	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K. Janaki Ramudu	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	M. Madhavi	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	M. Dayananad Rathod	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	J. Joy Mercy	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K. Srinivasa Rao	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	D.Viplov Babu	Asst. Section Officer	D- Block, 2 nd , Telangana Secretariat	
	K. Digamber	Junior Stenographer	D- Block, 2 nd , Telangana Secretariat	
	K. Sarada	Jamedar		
	Arjun	Office Subordinate		
	D. Mukeswar	Office Subordinate		
	G. Umavathi	Office Subordinate		
	B. Jangaiah	Office Subordinate		

	Ch. Nagamallesh	Scavenger		
	G. Krishnaveni	Sweeper		

Chapter 11
Directory of Officers and Employees
[Section 4(1)(b)(x)]

Sl. No.	Name/Designation S/Sri/Smt.	Monthly Remuneration including its composition Rs.	System of compensation to determine Remuneration as given in regulation
1	Dr.S.K.Joshi, Principal Secretary to Govt.	1,58,000/-	
2	R.Laxmaiah, Joint Secretary to Govt.	81,101/-	
3	V.Narender Rao, OSD	96,317/-	
4	T.Ramaswamy. Asst. Secretary to Govt.	65,649/-	
5	B.Yadagiri, Asst. Secy. to Govt.	65,739/-	
6	G.Laxminarayana, Asst. Secy. to Govt.	56,319/-	
7	A.Ram Kumar, Section Officer	51,371/-	
8	K.Ravinder, Section Officer	44,882/-	
9	U.Gayatri Devi, Section Officer	42,411/-	
10	M.Mahesh, Section Officer	56,889/-	
11	S.V.N.Chennakesava Rao, Section Officer	47,348/-	
12	K. Murali Mohan, Section Officer	44,882/-	
13	K.L.B. Sastry, Section Officer	46,145/-	
14	M. Surender Reddy, Section Officer	44,882/-	
15	G. Devender Reddy, Section Officer	63,079/-	
16	G. Suresh Kumar, Section Officer	46,095/-	
17	P. Siva Rama Krishna, A.S.O.	49,718/-	
18	R. Mohan, A.S.O.	41,000/-	
19	B. Chandrasekhar, A.S.O.	42,161/-	
20	P. Chandrasekhar, A.S.O.	41,040/-	
21	E.V. Sri Krishna, A.S.O.	52,398/-	
22	K. Ram Mohan, A.S.O.	49,748/-	
23	S. Narahari, A.S.O.	42,201/-	
24	D. Amruthavani, A.S.O.	43,448/-	
25	R. Sreedhar Kumar, A.S.O.	37,818/-	
26	M. Devender Reddy, A.S.O.	33,012/-	
27	A. Chandra Mohan, A.S.O.	38,848/-	
28	N. Saidulu, A.S.O.	33,904/-	
29	K. Shobha Rani, A.S.O.	33,012/-	
30	K. Janaki Ramudu, A.S.O.	33,012/-	
31	M. Madhavi, A.S.O.	33,012/-	
32	M. Dayananad Rathod, A.S.O.	33,904/-	
33	J. Joy Mercy, A.S.O.	33,904/-	
34	K. Srinivasa Rao, A.S.O.	37,818/-	
35	D.Viplov Babu, A.S.O.	37,818/-	
36	K. Digamber, Junior Steno	31,958/-	
37	K. Sharada, Office Subordinate	38,348/-	
38	Arjun, Office Subordinate	36,288/-	
39	D. Mukeswar, Office Subordinate	38,363/-	
40	G. Umavathi, Office Subordinate	37,318/-	
41	B. Jangaiah, Office Subordinate	37,318/-	
42	Ch. Nagamallesh, Scavenger	34,365/-	
43	G. Krishnaveni, Sweeper	26,693/-	

Chapter 12
Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b)xi]

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
Non Plan :				

Agency	Plan/Programme/Scheme/Project/ Activity/Purpose for which budget is allocated	Amount released: Last year	Amount spent last year	Budget allocated current year	Budget released current year
- Nil -					

Chapter 13
Manner of Execution of Subsidy Programmes
[Section 4 (1)(b)xii]

Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
- Nil -			
-			

Name of programme/activity	Application Procedure	Sanction Procedure	Disbursement procedure
- Nil -			
-			

Chapter 14

Particulars of Recipients of Concessions, Permit or Authorization Granted by the Public Authority

[Section 4 (1)(b)xiii]

Institutional Beneficiaries

Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				
Name ofprogramme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Individual Beneficiaries

Sl.No.	Name & Address of recipient beneficiaries	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				
Name of programme/scheme				
Sl.No.	Name & Address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
-Nil -				

Chapter 15
Information Available in Electronic Form

[Section 4(1)(b) xiv]

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
On line facility is available for M.A. & UD Dept.	The Departmental information is available in the following website:- www.goir.telangana.gov.in		IT & C Dept.

MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT DEPARTMENT

APPELLATE AUTHORITY:

(1) Principal Secretary to Government (UD):

Public Information Officer (PIO)	Asst. Public Information Officer (APIO)	Sections concerned
T.Ramaswamy	A.Ram Kumar, S.O.	OP
	M.Mahesh, S.O.	C
	K.Ravinder	A
B.Yadagiri	U.Gayatri Devi	B
	G.Devender Reddy	I
	G.Suresh KUMar	M
	S.V..N.Chennakesava Rao	D
	K.Murali Mohan	F
Lakshminarayana	K.L.B.Sastry	Vig.I
	M.Surender Reddy	Vig.II

Dr.S.K.JOSHI
PRINCIPAL SECRETARY TO GOVERNMENT